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ABSTRACT

A questionnaire concerning registration practices and policies was mailed to the registrars of 108 colleges and universities. Ninety-six institutions responded, including 70 with an enrollment of 10,000 or more students. 82% of the schools indicated that in-person registration could be completed in one location. 91% have a deadline beyond which a student cannot register and 89 schools have a penalty for late registration. 72 schools give upper division students some type of scheduling priority over the lower division students and 91% indicated that students must see a faculty advisor prior to completion of registration. More than half of the institutions prepare fee statements by using data processing equipment. 25 schools use computers to develop a master course schedule, 36 use computers to schedule students into classes, and 22 use computers to handle student financial aid. Several schools indicated they planned to increase computer usage and make greater use of remote terminals. A sample questionnaire with the composite results and a list of the responding schools are attached. (AF)

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UNIVERSITY OF CINCINNATI

DEPARTMENT OF INSTITUTIONAL STUDIES

REPORT ON REGISTRATION PROCEDURES AT NINETY-SIX COLLEGES AND UNIVERSITIES

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REPORT ON REGISTRATION PROCEDURES AT NINETY-SIX COLLEGES AND UNIVERSITIES

A committee at the University of Cincinnati is studying the school's registration process with the aim of making some detailed recommendations for its improvement. In conjunction with the study, a questionnaire concerning registration practices and policies was mailed to the Registrars of 108 colleges and universities. Ninety-six schools responded, including 70 institutions with an enrollment of 10,000 or more students.

Attached is a sample questionnaire with the composite results received for each question. This information gives a quantitative presentation of the results of the questionnaire. Several items of information that appeared to be especially important to the University of Cincinnati are discussed below in capsule form. Information about the quarter calendar schools is isolated and described when it is significantly different from the whole population.

Eighty-two percent of the schools have students register according to a registration time schedule. Of these 78 schools, 45 use an alphabetical system for scheduling the students. The data received for the quarter calendar schools show that 91 percent of these schools have students register in accordance with a registration time schedule. Of the 64 schools that have a method of advanced registration, 55 percent require at least some students to take advantage of it. Seventy-four percent of the quarter calendar schools have some type of advanced registration process.

In answer to a question about in-person registration, 61 schools indicated this function could be completed in one location. Sixty schools use their fieldhouse or gym for all or part of the registration procedure. Ninety-one percent of the colleges and universities have a registration deadline beyond which a student cannot register. Of the 86 schools with such a deadline, 37 use the end of the first week of classes and 27 use the end of the second week of classes. Eighty-nine schools have a penalty for late registration. Of these institutions, 69 percent stated the fee was ten dollars or more.

Responses to a question about preferential scheduling show that 72 schools give upper division students some type of scheduling priority over the lower division students. A large minority of the schools, 37 to be exact, do not have fee payments made at the time of registration. As might be expected, 91 percent of the colleges and universities indicated that students must see a faculty advisor prior to completion of registration.

Because of the increasing importance of electronic data processing techniques in registration procedures, information about computer usage was solicited and the results show that more than one-half of the schools (58 of 96) prepare fee statements by using data processing equipment. In addition, computers are used by 25 schools to develop a master course schedule, by 36 schools to schedule students into classes, and 22 schools use computers to handle student financial aid.

Some colleges and universities indicated they are planning major changes in the registration process. These changes include more computer usage and greater use of remote terminals. The computer facilities would be used for assessment of fees, sectioning of students into classes, preparing a master course schedule, and assignment of classroom space. Other changes in the planning stage reported by some schools were pre-payment of fees, assignment of a permanent student identification number such as a Social Security number, changes in faculty advising procedures, and creation of a total student information system.

The following pages include the sample questionnaire and a list of the responding schools.

REGISTRATION QUESTIONNAIRE

Name of Institution: Composite Results

Enrollment: (total enrollment on the main campus)

2 0-5,000 24 5,000-10,000 38 10,000-20,000 20 20,000-30,000 12 over 30,000

Calendar: 24 Quarter 66 Semester 5 Trimester 1 Other

We define registration as the set of operations beginning when a student first selects courses for his schedule and ending when he is officially enrolled in the courses as recognized by the institution.

We define in-person-registration as the period usually scheduled immediately prior to the beginning of classes when a large number of students complete any or all parts of registration.

1. Do you have a method by which a student can complete registration prior to the in-person registration period?

   64 Yes 31 No

2. If your answer to question 1 is Yes, do you require some students to take advantage of this advance registration process?

   34 Yes 28 No

3. What length of time do you allocate for in-person registration in the first quarter, semester, or trimester?

   8 1 day 35 2 days 22 3 days 29 more than 3 days, please specify _____

4. During in-person registration, do students register according to a registration time schedule?

   78 Yes 17 No

5. If the answer to question 4 is Yes, what type of breakdown do you use? (if necessary, check more than one)

   45 alphabetical
   32 class of student (fr., soph., jr., sr., or grad.)
   3 student's major or college on campus in which he is enrolled
   24 other, please specify _____

6. If you have a penalty for "late registration", please indicate what it is.

   _____

7. Do you have a deadline beyond which a student cannot register?

86 Yes 8 No

If Yes, please indicate what the deadline is.

4 first day of classes
37 first week of classes
27 second week of classes
20 other, please specify _____

8. Do upper division students (juniors and seniors) receive any preference in scheduling over the lower division students (freshmen and sophomores)?

72 Yes 22 No

9. Is fee payment made at the time of registration?

55 Yes 37 No

10. If your answer to question 9 is No, please indicate the method used to obtain the fee payment.

17 billing prior to registration
19 billing after registration
12 other, please specify _____

11. If necessary, how does a student verify his status as a registered student on the first day of classes?

22 student I.D. card
26 tuition receipt
37 computer schedule or print-out
31 class permit or class control card
19 other, please specify _____

12. During in-person registration, is it possible for a student to complete all of registration in one location?

61 Yes 33 No

13. Where is the in-person registration conducted? (if necessary, check more than one)

19 registrar's office
60 fieldhouse or gym
7 auditorium
15 student center or union
17 other, please specify _____

14. Of the items listed below, please check those which are computerized.

25 developing a master course schedule
36 scheduling students into classes
58 preparing fee statements
22 handling student financial aid

15. Are faculty members actively involved in registration?

77 Yes 16 No

16. Are students required to see a faculty advisor prior to completion of registration?

84 Yes 9 No

17. If you are planning any major changes in your registration process in the near future, please list briefly what they are.

____ Please check if you desire a copy of the committee's report.

Thank you for your cooperation in completing this questionnaire.

University of Cincinnati
Department of Institutional Studies
December 4, 1968

PARTICIPATING UNIVERSITIES

Akron, University
Alabama, University of
Arizona State University
Arizona, University of
Arkansas, University of
Baylor University
Boston University
Bowling Green State University
Brigham Young University
California State, Long Beach
California State, Los Angeles
Case Western Reserve
Cincinnati, University of
Colorado, University of
Columbia University
Connecticut, University of
Cornell University
Dayton, University of
Delaware, University of
Duke University
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Hawaii, University of
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